



ALTERNATIVE WORK SCHEDULE PROGRAM TRAINING INFORMATION

Dover AFB--America's Preeminent Expeditionary Airlift



AWS



- ✈ **Background: Dover AFB and AFGE Local 1709 elected to negotiate a new AWS program**
- ✈ **Philosophy: AWS programs have the potential to increase the ability of managers and supervisors to meet their program goals of accomplishing the mission while, at the same time, allowing employees to be more flexible in scheduling their personal activities. Alternative work schedules must not reduce productivity, diminish the level of service provided, or increase costs of operations on Dover AFB (other than an administrative cost to process the establishment of an AWS program). Congress states that the use of alternative work schedules has the potential to improve productivity in the Federal Government and provides greater service to the public. The parties believe this is**

true for Dover AFB and our customers. The negotiated MOU establishes a versatile and



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✈ Responsibilities

✈ Participants (Employees)

- ✈ Need to be flexible; may not always get schedule they initially request
- ✈ Should have “Acceptable” performance rating
- ✈ Must submit AWS form to supervisor NLT 3rd month in quarter

✈ Supervisors

- ✈ Monitor employee work hours
- ✈ Ensure compliance with AWS program policy

✈ NLT 1 pay period prior to beginning of next quarterly interval, respond to employees who submitted AWS form for next quarterly interval



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✈ Alternative Work Schedules:

✈ **Compressed: Work less than 10 Days in a pay period**

✈ **4-10s** (Work 4, 10-hour shifts a week, + 1 additional day off)

✈ **5-4/9s** (Work 5 9-hour shifts one week; 3 9-hour shifts, an 8-hour shift, and + 1 additional day off in other week)

✈ **Flexible: Core Hours, Flexible Time Bands (determined at Group level); may earn Credit Hours; work 10 days in pay period**

✈ **Flexitour**: Employees select arrival/departure times, subject to employer's approval (during designated flexible time bands), resulting in fixed schedule until next quarterly interval.

✈ **Gliding** (For 512 OG Flight Engineers and Loadmasters ONLY): Same as Flexitour except

~~Employee's selection of arrival and departure times~~



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- ✈ **Request and Response:**
 - ✈ **All appropriated fund employees represented by AFGE Local 1709 may request AWS quarterly through their supervisor**
 - ✈ **AWS Request Form (Attachment 3 to MOU)**
 - ✈ **Supervisor considers AWS based on the need to carry out work center's functions and the AWS program philosophy (see second slide):**
 - ✈ **Sufficient employee coverage to accomplish the mission efficiently**
 - ✈ **Multi-shift operations, customer service hours**
 - ✈ **Turnover time, productivity, customer service**



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- ➔ Supervisors and employees are encouraged to discuss informally the impact of a proposed work schedule on work requirements
- ➔ Supervisor:
 - ➔ Approves AWS requested (Quarterly)
 - ➔ Approves with modification (may be a different AWS)
 - ➔ Disapproves
- ➔ AWS program outlined in MOU (see 436 MSS/DPC webpage at <http://public.dover.amc.af.mil/org/msg/mss/dpc/index.html>)
- ➔ Implementation: The Dover AFB AWS Program is available for immediate implementation